

**Candlewood Ridge – Carriage Wood Homeowners’ Association**  
**Minutes of the Meeting**  
**October 16<sup>th</sup>, 2018**

The following is a summary of the meeting minutes and is not yet approved by the Board.

**Board Members Present:** Alicia Follette, Catherine George, Holly Jensen, George McGill, and Carol Nyseth.

**Others Present:** Sam, our Sheriff’s Office representative, a Fire Department representative as well as 2 home owners.

This monthly meeting was called to order at 7:00pm at the King County Sheriff’s Office – Fairwood Storefront.

**Police Report:** Last month there were 94 cases that resulted in case reports in Fairwood. 3 were in our HOA area. Two car prowls and one medical problem.

Stats:

Traffic stops: 8

Parking contacts: 10

Cars towed away: 1

**Fire Department Report:** The Fire Department is focusing on smoke detectors this month.

**FACTS ABOUT SMOKE ALARMS**

- In 2009-2013, smoke alarms sounded in more than half (53%) of the home fires reported to U.S. fire departments.
- Three of every five home fire deaths resulted from fires in homes with no smoke alarms (38%) or no working smoke alarms (21%).
- No smoke alarms were present in almost two out of every five (38%) home fire deaths.
- The death rate per 100 reported home fires was more than twice as high in homes that did not have any working smoke alarms compared to the rate in homes with working smoke alarms (1.18 deaths vs. 0.53 deaths per 100 fires).
- In fires in which the smoke alarms were present but did not operate, almost half (46%) of the smoke alarms had missing or disconnected batteries.
- Dead batteries caused one-quarter (24%) of the smoke alarm failures.

Source: [National Fire Protection Association - Smoke Alarm Facts](#)

**FIRE PREVENTION: SMOKE ALARMS**

Smoke alarms are a key part of a home fire escape plan. When there is a fire, smoke spreads fast. Working smoke alarms give you early warning so you can get outside quickly. Below are smoke alarm safety tips from the National Fire Protection Association.

- Install smoke alarms in every sleeping room and outside each separate sleeping area. Install alarms on every level of the home. Install alarms in the basement. Smoke alarms should be interconnected. When one sounds, they all sound.
- Large homes may need extra smoke alarms.
- It is best to use interconnected smoke alarms. When one smoke alarm sounds they all sound.
- Test all smoke alarms at least once a month. Press the test button to be sure the alarm is working.

- Today's smoke alarms will be more technologically advanced to respond to a multitude of fire conditions, yet mitigate false alarms.
- A smoke alarm should be on the ceiling or high on a wall. Keep smoke alarms away from the kitchen to reduce false alarms. They should be at least 10 ft (3 meters) from the stove.
- People who are hard-of-hearing or deaf can use special alarms. These alarms have strobe lights and bed shakers.
- Replace all smoke alarms when they are 10 years old.
- Smoke alarms are an important part of a home fire escape plan.

Source: [National Fire Protection Association - Smoke Alarm Safety](#)

## **FIRE PREVENTION: PLAN YOUR ESCAPE**

Make a home escape plan. Fire can spread rapidly through your home, leaving you as little as one or two minutes to escape safely once the smoke alarm sounds. A closed door may slow the spread of smoke, heat and fire but it won't stop it. So pull together everyone in your household and make a plan.

### **Escape Planning Tips:**

- Know your exits for your escape plan. Also, mark the location of each smoke alarm in your escape plan.
- NFPA code requires interconnected smoke alarms throughout the home. When one sounds, they all sound.
- Make sure escape routes are clear of debris and doors and windows open easily.
- Choose an outside meeting place (i.e. neighbor's house, a light post, mailbox, or stop sign) a safe distance in front of your home where everyone can meet after they've escaped. Make sure to mark the location of the meeting place on your escape plan.
- Go outside to see if your street number is clearly visible from the road. If not, paint it on the curb or install house numbers to ensure that responding emergency personnel can find your home.
- Have everyone memorize the emergency phone number of the fire department. That way any member of the household can call from a neighbor's home or a cellular phone once safely outside.
- If there are infants, older adults, or family members with mobility limitations, make sure that someone is assigned to assist them in the event of an emergency. Assign a backup person too, in case the designee is not home during the emergency.
- If windows or doors in your home have security bars, make sure they have emergency release devices so they can be opened immediately in an emergency. Emergency release devices won't compromise your home security.
- Tell guests or visitors to your home about your family's fire escape plan. When staying overnight at other people's homes, ask about their escape plan. If they don't have a plan in place, offer to help them make one. This is especially important when children are permitted to attend "sleepovers" at friends' homes.
- If the smoke alarm sounds, get outside and stay outside. Respond quickly – get up and go, remember to know two ways out of every room, get yourself outside quickly, and go to your outside meeting place with your family. Closing doors on your way out **slows** the spread of fire, giving you more time to safely escape.
- Once you're out, stay out! Under no circumstances should you ever go back into a burning building. If someone is missing, inform the fire department dispatcher when you call. Firefighters have the skills and equipment to perform rescues.
- In some cases, smoke or fire may prevent you from exiting your home or apartment building. In a situation like this, seal yourself in for safety". Close all doors between you and the fire. Use duct tape or towels to seal the door cracks and cover air vents to keep smoke from coming in. If possible, open your windows at the top and bottom so fresh air can get in. Call the fire department to report your exact location. Wave a flashlight or light-colored cloth at the window to let the fire department know where you are located.

### **Put your plan to the test**

- Practice your home fire escape plan twice a year, making the drill as realistic as possible.
- Make arrangements in your plan for anyone in your home who has a disability.
- Allow children to master fire escape planning and practice before holding a fire drill at night when they are sleeping. The objective is to practice, not to frighten, so telling children there will be a drill before they go to bed can be as effective as a surprise drill.

- It's important to determine during the drill whether children and others can readily waken to the sound of the smoke alarm. If they fail to awaken, make sure that someone is assigned to wake them up as part of the drill and in a real emergency situation.
- If your home has two floors, every family member (including children) must be able to escape from the second floor rooms. Escape ladders can be placed in or near windows to provide an additional escape route. Review the manufacturer's instructions carefully so you'll be able to use a safety ladder in an emergency. Practice setting up the ladder from a first floor window to make sure you can do it correctly and quickly. Children should only practice with a grown-up, and only from a first-story window. Store the ladder near the window, in an easily accessible location. You don't want to have to search for it during a fire.
- Always choose the escape route that is safest – the one with the least amount of smoke and heat – but be prepared to escape under toxic smoke if necessary. When you do your fire drill, everyone in the family should practice getting low and going under the smoke to your exit.

Source: [National Fire Protection Association - Escape Planning](#)

**Approval of Last Month's Minutes:** The previous month's minutes (August) could not be approved as only 2 of the three BOD members present had attended that meeting. August and September's minutes were approved this month

**Homeowner Concerns:** One H.O. present did not have any issues. He just wanted to pay his dues after which he left. The second one had information that was discussed in an executive session.

**Legal and Insurance Report:**

We had a quick executive session so that the Legal chair could leave.

**Committee Reports:**

**Common Areas Maintenance Report:**

- NOW THAT FALL IS HERE --Reminder to all Homeowners – It is our responsibility (Not King County's) to keep the street drains clear. Please clear the debris and leaves from the drains by your house and at the ends of your street.
- We continue to have branches and trees fall onto the paths at CR Park. Please contact me at commonareas@crcwhoa.org or call 425-738-8611 #80 and leave a message if you notice any trees or branches at either park or any of the Common areas or entrances
- Reminder all dogs must be on leash – this is a King County Law as well as our policy in our HOA
- PLEASE keep your street drains clear. The County does not do this it is up to each Homeowner to keep the street drains by their house clear. This means any street drain in front or on the side of your lot.
- I had the water turned off and we got our final water bill for Aug, Sept. and Oct. for all three areas. CW Park was \$5966 – I know we had 2 broken heads and added 3 heads around the new BB Court and had that water on every day for about 3 weeks as well as having some on most of the afternoon for the Summer Event for the slides. This is still very high so we must have another leak somewhere, when we turn it on next year we will need to check the entire system plus the timer at the CR Parks needs upgrading.
- Soos Creek W & S repaired and reset the broken sewer vault in the Cul de sac Island that was buried and got broke when we had the tree stump removed. They did not charge us but requested we notify them before we do any further work in any of the Islands. There is now excess dirt and a few large rocks that we need to have Canber take care of and I have been contacted by a HO in that Cul de sac about this and about planting

something to replace the 2 trees we had to remove. The HOA will provide up to \$100 for this if any HO's want to do plantings in the Islands.

- King County Sheriff Patrols and requests will now be coordinated by the CAM Chair and monthly reports will be submitted before each monthly meeting. Please contact the Board with any areas of concern and we will do our best to accommodate.
- Please keep a watch for suspicious Activity and call 911
- **Reminder:** Our parks are private parks which exist for the use and enjoyment of HOA residents, their families and guests. They are not public parks. Our park usage rules apply to everyone. Following are some of the rules that have been established to maximize safety, and minimize liability and maintenance cost:
  - A. Park Hours: 9:00 am to dusk.
  - B. No Smoking, alcohol, drugs, loud music, golfing, motorized vehicles or **Fireworks** are allowed.
  - C. Animals must be leashed and owners are responsible for cleaning up after their animals.

### **ACC Report:**

We accept ACR requests via e-mail when the form does not need paint chips. (All paint chips must be mailed or hand delivered.) It has been noted that paint requests have been received lately without paint chips as well as requests without ACR forms. All requests must be accompanied by ACR forms which must be signed, include a valid address and phone number and, if for paint or stain, must include paint chips or samples and note which paint is for what part of the house (body, trim, deck, gutters, door, ...).

ACC requests for this month were:

- 4 paint
- 2 landscaping
- 1 garage door replacement
- 1 roof
- 1 shed
- 1 window removal
- 1 front door replacement

### **Complaints Negotiations Report:**

One barking dogs complaint this month.

### **Treasurer's Report:**

No problems, pretty good.

### **Legal and Insurance Report:**

See executive session.

### **Community Events Committee**

Plaque still needs to be installed in CW park.

### **Cul-de-Sac Committee**

No report this month.

### **Web Site:**

No report this month.

### **Capital Improvement Committee:**

No report this month.

## **Nominating Committee**

No report this month but still need two new Board members.

## **Old Business:**

The ACC guidelines have been modified and more modifications were recommended.

## **New Business:**

2019 budget – it was recommended that our bookkeeper get a raise this next year as she did not get one in 2018.

**We need two volunteers to join the Board as one of our 2017 members was not able to continue and we were down by one already.**

If you would like to give us your email address in order to be added to our email announcements please send your info to [bookkeeper@crcwhoa.org](mailto:bookkeeper@crcwhoa.org). No one will see your email and we will not give it to anyone.

## **Executive session:**

A short executive session was held

Roles for the 2018 HOA Board Members

George McGill	President / Common Areas Chair / Cul-de-sac Chair
Catherine George	Reporting Secretary / ACC Chair / Web Master
Alicia Follette	Complaints / Treasurer
Carol Nyseth	Vice President
Holly Jensen	Community Events Committee Chair
*Don Nelson	Legal and Insurance
* Volunteer, not a Board Member	

**Special Topics:** Visit our Website and contact the HOA via Email at:

Web – [www.crcwhoa.org](http://www.crcwhoa.org)

Facebook - Candlewood Ridge/Carriagewood HOA

Email – [president@crcwhoa.org](mailto:president@crcwhoa.org)      [info@crcwhoa.org](mailto:info@crcwhoa.org)      [architecture@crcwhoa.org](mailto:architecture@crcwhoa.org)

If you would like to give us your email address in order to be added to our email announcements please send your info to [bookkeeper@crcwhoa.org](mailto:bookkeeper@crcwhoa.org).

Please visit us on Facebook also.

A motion was made to adjourn the main meeting at 7:40pm.

## **Next Board Meetings:**

- November 20<sup>th</sup>, 2018
- December 18<sup>th</sup>, 2018
- January 15<sup>th</sup>, 2019
- February 19<sup>th</sup>, 2019
- March 19<sup>th</sup>, 2019
- April 16<sup>th</sup>, 2019
- May 21<sup>st</sup>, 2019
- June 18<sup>th</sup>, 2019
- July 16<sup>th</sup>, 2019
- August 20<sup>th</sup>, 2019

- September 17<sup>th</sup>, 2019
- October 15<sup>th</sup>, 2019
- November 19<sup>th</sup>, 2019
- December 17<sup>th</sup>, 2019

**Annual Meeting:**

- January 22<sup>th</sup>, 2019 7:00 at Fairwood Community United Methodist Church

Board meetings are usually held at **7:00 pm.** at the Sheriff's Office, Albertson's Shopping Center on the third Tuesday of the month. All Homeowners are welcome to attend.